

# STUDENT WORK EXPERIENCE CHECKLIST



Student Name: \_\_\_\_\_

School Name: \_\_\_\_\_

## To The Student:

Welcome to the ProStart® program! Through your participation, you are taking the first steps toward preparing for a successful restaurant and foodservice career. As you use the ProStart program materials in class, you will be learning important skills and gaining valuable experience in the restaurant and foodservice industry.

The competencies in this checklist outline the skills that you should try to complete during all of your work experiences while in high school. Completing each competency means that you have successfully demonstrated the skill at a point in time. Your supervisor will check off each completed competency and then sign the last page. In some cases, you might have more than one employer; complete as many competencies as possible with each employer. Return the completed and signed checklist(s) to your teacher for verification. You will receive a ProStart National Certificate of Achievement upon successfully completing the ProStart curriculum, passing the two ProStart examinations, having a minimum of 400 hours of work experience, and completing a minimum of 52 of the 75 competencies or 70% of this Student Work Experience Checklist.

The Student Work Experience Checklist is divided into two areas: Job-Related Observable Skills and Employability Skills.

*Job-Related Observable Skills:* These are skills that you are likely to be trained to do over a short time during your employment. These skills are listed according to the topics you will learn in your classroom so that your employer can coordinate your workplace learning experiences with what you are learning in class.

*Employability Skills:* Employability skills help you handle responsibility and include the attitudes and habits you bring to the workplace. These habits include dependability, motivation, and helpfulness. These habits are gained through academics and the overall process of gaining maturity in high school. They are acquired through the classroom as well as through other activities such as athletics, organizations, and volunteering. Teamwork skills are built by actively participating in a group or working in changing settings and with people of differing backgrounds.

## To The Employer:

Welcome to the ProStart® program! You have taken a great step toward developing a stronger restaurant and foodservice workforce by providing a meaningful work experience to a high school student. The ProStart program helps students take their first real steps toward a promising restaurant and foodservice career. Experience gained in your operation will help the student earn a ProStart National Certificate of Achievement. This certificate is awarded to students who successfully complete the ProStart curriculum and pass the two examinations, work a minimum of 400 hours in the restaurant and foodservice industry, and complete this Student Work Experience Checklist.

The competencies in this checklist outline the skills that the student should try to complete during all of his or her work experiences while in high school. It is the student's responsibility to present this checklist to you from time to time in the course of his or her employment. In some cases, the student might have more than one employer and will complete some of the competencies elsewhere. Completing these competencies indicates that the student has successfully demonstrated the skill at a point in time. Students are encouraged to complete as many competencies as possible. Students must complete 52 of the 75 competencies, or 70% of the checklist, in order to earn the ProStart National Certificate of Achievement. When the student has completed his or her work experience with you, please feel free to make any additional comments and sign the last page. The student will return the checklist to his or her teacher for verification.

The Student Work Experience Checklist is divided into two areas: Job-Related Observable Skills and Employability Skills.

*Job-Related Observable Skills:* These are skills that the student is likely to be trained to do over a short time during employment with you. These skills are listed according to the topics taught in the student's classroom, but you are free to teach and observe them in any order appropriate to your business.

*Employability Skills:* Employability skills help the student handle responsibility and include the attitudes and habits he or she brings to the workplace. These habits include dependability, motivation, and helpfulness. These habits are gained through academics and the overall process of gaining maturity in high school. They are acquired through the classroom as well as through other activities such as athletics, organizations, and volunteering. Teamwork skills are built by actively participating in a group or working in changing settings and with people of differing backgrounds.

## **JOB-RELATED OBSERVABLE SKILLS**

### **1 2 3 KEEPING FOOD SAFE**

- Demonstrates frequent and thorough handwashing procedures.
- Demonstrates steps for avoiding contamination and cross-contamination of food.
- Stores, cooks, and holds different types of food correctly.
- Cleans and sanitizes foodservice equipment areas correctly.

### **1 2 3 WORKPLACE SAFETY**

- Recognizes and follows safety procedures designed to prevent burns and scalds to self and others.
- Recognizes and follows safety procedures designed to prevent slips and falls without being told.
- Holds, uses, and passes knives correctly to prevent injuries to self and others.

### **1 2 3 KITCHEN ESSENTIALS**

- Reads instructions, recipes, menus, and policies quickly and with comprehension.
- Weighs and measures food and other resources accurately.
- Converts weights and measures accurately.
- Stocks and replenishes food, beverages, condiments, and sundries at side/server stations.

### **1 2 3 FOODSERVICE EQUIPMENT**

- Uses, handles, and cleans mixing equipment correctly.
- Uses, handles, and cleans cooking equipment correctly.
- Uses, handles, and cleans dishwashing equipment correctly.
- Uses, handles, and cleans waste-disposal equipment correctly.

### **1 2 3 STOCKS, SAUCES, AND SOUPS**

- Demonstrates preparing and storing brown, white, or preprepared stock correctly.
- Demonstrates preparing and storing soups correctly.

### **1 2 3 FRUITS AND VEGETABLES**

- Demonstrates preparing and storing raw and cooked vegetables correctly.
- Demonstrates preparing and storing fruits correctly.

### **1 2 3 SERVING GUESTS**

- Arranges a dining area for a specified type of service (e.g., table service, buffet, banquet, etc.) and for specified seating requirements.
- Sets a table with linen, flatware, glassware, and condiments in accordance with several types of service.
- Presents all menu items correctly plated and garnished.
- Greets and seats guests properly.
- Takes guests' orders accurately.
- Demonstrates knowledge of menu items and is able to describe them to guests.
- Answers guests' questions about menu items correctly.
- Provides or obtains information for guests who ask about allergens in menu items.
- Recommends items to guests.
- Serves a guest meal efficiently, including serving and removing food and beverage items.
- Processes and presents the guest sales check properly.
- Gives guests correct change.
- Clears guests' tables properly.

1 2 3 **POTATOES AND GRAINS**

- Demonstrates preparing and storing potatoes, rice, pasta, and other cooked grains correctly.

1 2 3 **BREAKFAST FOOD AND SANDWICHES**

- Demonstrates preparing and storing sandwiches correctly.
- Demonstrates basic egg cooking skills, including frying, scrambling, poaching, and basting.
- Demonstrates breakfast cooking skills in at least three of the following areas: pancakes, waffles, bacon, sausages, breads, potatoes, and hot cereals.

1 2 3 **NUTRITION**

- Provides or obtains information for guests inquiring about the menu's nutritional values.
- Recommends healthy options to guests when asked.

1 2 3 **CONTROLLING FOODSERVICE COSTS**

- Costs out a recipe accurately.
- Determines a recipe's yield accurately.
- Demonstrates knowledge of the information in an income statement.
- Demonstrates knowledge of the information on a balance sheet.

1 2 3 **SALADS AND GARNISHING**

- Demonstrates proper garnishing procedures to enhance the texture, color, and appearance of food.
- Demonstrates preparing and storing salads and dressings correctly.

1 2 3 **PURCHASING AND INVENTORY**

- Receives food and beverages correctly to ensure security and food safety.
- Stores food and beverages correctly to ensure security and food safety.
- Conducts a physical inventory of food, beverages, and nonfood items.

1 2 3 **MEAT, POULTRY, AND SEAFOOD**

- Demonstrates preparing and storing meat correctly.
- Demonstrates preparing and storing poultry correctly.
- Demonstrates preparing and storing seafood correctly.

1 2 3 **MARKETING AND THE MENU**

- Communicates the operation's theme and style of service to guests and supervisors.
- Demonstrates knowledge of the industry through familiarity with outside sources, such as magazines, catalogs, reports, and professional association materials.
- Demonstrates knowledge of an operation's menu mix.

1 2 3 **DESSERTS AND BAKED GOODS**

- Demonstrates preparing and storing cakes, cookies, and pies correctly.
- Demonstrates preparing and storing other dessert items correctly, such as puddings, custards, mousse, or soufflé.

1 2 3 **SUSTAINABLE PRACTICES**

- Provides or obtains information for customers about the operation's sustainable practices.
- Follows the operation's sustainable practices.

## EMPLOYABILITY SKILLS

### 1 2 3 **COMMUNICATION**

- Speaks and listens effectively, clearly, and courteously to guests and fellow employees.
- Asks appropriate questions and seeks supervisory approval when needed.
- Communicates thoughts, ideas, and information well, among all areas of the operation, to ensure fast and high-quality guest service.
- Smiles and is always friendly with guests and staff.
- Writes a simple business letter or note, with assistance, to a customer or a professional using appropriate language, style, and format.

### 1 2 3 **DEPENDABILITY AND PRESENTATION**

- Arrives at work on time.
- Arrives at work alert, well groomed, and dressed appropriately.
- Takes initiative by offering to help whenever possible and appropriate.
- Displays an honest and ethical approach to work.

### 1 2 3 **JUDGMENT**

- Makes good and justifiable work-related decisions.
- Works to resolve guests' complaints quickly and effectively.
- Identifies and accommodates guests who have special requests and/or needs.

### 1 2 3 **WORKPLACE**

- Demonstrates proper use of computers, POS systems, and cash registers.
- Balances cash register transactions using basic math computations.
- Demonstrates proper writing, grammar, and phone skills.
- Monitors and manages own work time to achieve desired work performance.
- Works willingly and cooperatively with people from a variety of ethnic, social, and educational backgrounds.
- Locates, understands, and interprets written information in manuals and schedules.

**COMMENTS:** \_\_\_\_\_

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*Mentor #1* \_\_\_\_\_ *Business Name* \_\_\_\_\_

*Mentor #2* \_\_\_\_\_ *Business Name* \_\_\_\_\_

*Mentor #3* \_\_\_\_\_ *Business Name* \_\_\_\_\_

*Employee Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

**National Restaurant Association  
Educational Foundation**

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